

SmartStream Coordination Meeting Minutes

June 1, 2005

Attendance: Sophia Bedard; Pete Bostian; Ron Brown; Ken Dinsmore; Cindy Farling; Donna Follin; Debi Hogarty; Ed Green; Mel Lambert; Mark Testerman

1. New HP Computer System: Mark stated that the system was operational and that he was setting up a Sybase server. Pete noted that the plan is to copy production SmartStream (version 6.5.03) to the new system; test it; and then run production on the new system. Once that is working, we will install SmartStream 7.0 on the current production system; test it and then upgrade the new system to SmartStream 7.0. He hopes to have SmartStream (6.5.03) running in production on the new computer by mid-July.
2. Requisition Load for Service Contracts: Sophia reported that the process has been tested and reviewed by Purchasing. Pete stated that details have to be completed in the CMS system before production processing can begin. Mel asked about how errors (incorrect centers) were corrected. Sophia noted that they are flagged and have to be manually updated. Debi and Donna said that finance had been notified that the CMS would require the next contract year's centers earlier than usual for the process to work. Mel agreed to set up the required new purchase entity.

Mel asked about the status of a new CMS system. Pete replied that C&SS was out of the loop on the procurement. Donna stated that a request for proposal was on the street.

3. SmartStream 7.0: Even though no donuts were provided, Mel was permitted to report on what she learned about SmartStream 7.0 from the Alliance conference held at Disney World in Orlando, Florida. The change with the most impact on NCI-Frederick is the ability to specify that orders must only match invoices for the invoice to be paid (2-way match) as opposed to matching receipts too (3-way match). The type match may be specified on the order header and/or at the line level. Another 7.0 change permits users to customize some of the activity (screen) presentations – colors for required fields; expanded viewing areas, etc. SmartStream 7.0 will also incorporate license management. Discussion followed on the impact of that on our implementation. Ken noted that he has been maintaining the number of users so that we are in compliance with our SmartStream contract.

Donna asked if there would be any training on the use of the new features in SmartStream 7.0 - Mel stated that she would be preparing a handout describing these changes.

The next meeting will be held July 6, 2005, at 9:00AM in the Building 362 conference room.